

INCIDENT MANAGEMENT COMMITTEE

For San Mateo County

July 26, 2007
10:00 – 11:30am

1250 San Carlos Ave.,
4th Floor “Dining Room”
San Carlos, CA
(Parking behind building)

AGENDA

- | | | |
|-------------|--|--------|
| I. | Introductions | |
| II. | Draft Alternative Route Plan Update
<i>(Review comments received, provide status update)</i> | 20 min |
| III. | Draft Memorandum of Understanding (MOU)*
<i>(Discussions and comments)</i> | 20 min |
| IV. | Training Workshop
<i>(Proposed workshop content, format, and schedule)</i> | 20 min |
| V. | Draft Implementation Plan - Infrastructure Improvements**
<i>(Present strategies for implementation of ITS capital improvement components)</i> | 30 min |
| VI. | Other | |

* Attached

** Handout at Meeting

**INTERAGENCY MEMORANDUM OF UNDERSTANDING
BETWEEN THE
TRANSPORTATION AGENCIES
AND
PUBLIC SAFETY AGENCIES
OF SAN MATEO COUNTY**

Relative to

**COORDINATION AND SUPPORT OF
INCIDENT MANAGEMENT ACTIVITIES**

This memorandum of understanding by and between the parties named below is to provide guidance for transportation agency personnel relative to managing incidents on Caltrans freeways, in conjunction with the California Highway Patrol, to promote safe and orderly flow of traffic, improve public safety, protect the safety of emergency responders, and restore the roadway network to full capacity as soon as possible following an incident. The parties associated with this memorandum of understanding are:

California Department of Transportation (Caltrans)	City of Atherton
California Highway Patrol (CHP)	City of Belmont
Metropolitan Transportation Commission (MTC)	City of Brisbane
San Mateo City/County Association of Governments (C/CAG)	City of Burlingame
San Mateo County	City of Daly City
San Mateo County Office of Emergency Services (OES)	City of East Palo Alto
San Mateo County Transit District (SamTrans)	City of Foster City
San Francisco International Airport (SFO)	City of Menlo Park
	City of Millbrae
	City of Redwood City
	City of San Bruno
	City of San Carlos
	City of San Mateo
	City of South San Francisco

WHEREAS, traffic congestion is a significant issue during freeway incidents in San Mateo County; and

WHEREAS, when congestion increases, costs increase in wasted time, fuel consumption, air pollution, missed schedules, and late deliveries; and

WHEREAS, national studies have shown that approximately 60% of all congestion is related to incidents (i.e., crashes, stalled vehicles, debris, special events, road work) rather than inadequate roadway capacity; and

WHEREAS, emergency responders are at risk at the scene of freeway incidents; and

WHEREAS, local public works agencies are equipped to proactively manage traffic that is diverted off the freeway and onto arterial routes during incidents.

NOW, THEREFORE, BE IT RESOLVED THAT:

The purpose of this memorandum is to facilitate joint efforts to alleviate the congestion issues associated with traffic that diverts off the freeway during a freeway incident by emphasizing strategic coordination and proactive traffic management.

California Highway Patrol Responsibilities

1. CHP operators at District 4 TMC will coordinate with Caltrans operators at TMC to provide relevant incident information regarding traffic impacts (i.e., incident severity, ramp closures, and diversion tactics).
2. Incident Command/Incident Command Post initiates coordination efforts based on the Alternative Route Plan.

Caltrans Responsibilities

3. Caltrans operators at District 4 TMC will display cameras in the vicinity of an incident for management of incident congestion.
4. Caltrans operators will proactively obtain incident information to understand severity and traffic impacts.
5. Caltrans operators will activate CMS messages to disseminate incident and route guidance information to drivers.
6. Caltrans operators will identify which Alternative Route Plan(s) should be activated.
7. Caltrans operators will notify local agencies affected by the Alternative Route Plan(s). Notification information will include incident location and Alternative Route Plan number(s).

San Mateo City/County Association of Governments (C/CAG) Responsibilities

8. C/CAG will maintain an Alternative Route Plan website (web page) so the Alternative Route Plan can be accessible by all parties via the internet.
9. C/CAG will maintain the Alternative Route Plan GIS databases to keep updated as new devices are added to the system.
10. C/CAG will notify all stakeholders when the Alternative Route Plan is updated.

Local Public Works Agency Responsibilities

11. Local Transportation Agency will review relevant Alternative Route Plan(s) to identify actions for traffic management on local streets.
12. Local Transportation Agency will activate trailblazer signs (if available) along the alternative route (in order of beginning to end of route).
13. Local Transportation Agency will view CCTV camera video (if available) to monitor traffic conditions on local streets.
14. Local Transportation Agency will coordinate with Local Public Safety to manage traffic on local streets.
15. Local Transportation Agency will assess the opportunity to modify traffic signal timing to accommodate more throughput along the alternative route.
16. Local Transportation Agency will coordinate with adjacent local transportation agencies to manage traffic flow across jurisdictional boundary (mutual aid).
17. Following incident clearance, Local Transportation Agency will deactivate trailblazer signs along the alternative route (in order of beginning to end of route).

18. Following incident clearance, Local Transportation Agency will return traffic signal timing to pre-incident timing.
19. Following incident clearance, Local Transportation Agency will document traffic management activities and note any changes to the process.
20. As ITS elements are deployed by a Local Transportation Agency, the Local Transportation Agency will notify C/CAG to update the database of existing elements.

Local Public Safety Agency (Police and Fire) Responsibilities

21. Local Public Safety Agency will assist Local Transportation Agency in managing traffic along the alternative route at key locations identified by the Alternative Route Plan(s).
22. Local Public Safety Agency will gather incident information from CHP to understand the details of the incident.

Shared Responsibilities

23. All agencies will continue to attend the Incident Management Committee meeting. The meeting will have a standing item to discuss actual incident management coordination efforts and application of the Alternative Route Plans in the field.
24. All agencies will document any lessons learned when applying the Alternative Route Plans. This information will be shared with other agencies through documentation associated with the Alternative Route Plan.

AGREED AND EXECUTED BY:

Caltrans

Date: _____

City of Burlingame

Date: _____

CHP

Date: _____

City of Daly City

Date: _____

MTC

Date: _____

City of East Palo Alto

Date: _____

San Mateo C/CAG

Date: _____

City of Foster City

Date: _____

San Mateo County

Date: _____

City of Menlo Park

Date: _____

San Mateo County OES

Date: _____

City of Millbrae

Date: _____

SamTrans

Date: _____

City of Redwood City

Date: _____

SFO

Date: _____

City of San Bruno

Date: _____

City of Atherton

Date: _____

City of San Carlos

Date: _____

City of Belmont

Date: _____

City of San Mateo

Date: _____

City of Brisbane

Date: _____

City of South San Francisco

Date: _____